



OUT OF TOWN CONSTRUCTION CONTRACTOR
2015 Initial Application for Business, Professional
& Occupational License (BPOL) Tax

Mail & Payable to: Town of Leesburg, 25 W Market St, Leesburg, VA 20176
• Email: bl@leesburgva.gov • Tel: 703-771-2723 • Fax: 703-771-2799

General Information:

Applicant's Name _____

Business Name _____

Location Address

Mailing Address _____

Description of Business _____

Federal ID # _____ **OR** Social Security # _____

Date Business Began in Leesburg _____ Business Type: ► Corporation ► Partnership
(Circle One) ► Sole Proprietor ► LLC

OUT OF TOWN CONTRACTORS ARE NOT REQUIRED TO RENEW THEIR LICENSE EACH YEAR. IF IN ANY YEAR A CONTRACT IS OBTAINED TO DO WORK IN LEESBURG THEN THE CONTRACTOR SHOULD REAPPLY FOR THE LICENSE IN THAT YEAR.

Tax Calculation (see instructions for contractors attached)

1st Category

- | | | |
|----|--|--------------|
| 1. | Type of Contractor | _____ |
| 2. | 2015 Estimated Gross Receipts, for
work in Leesburg only. | _____ |
| 3. | Tax Rate | <u>0.10%</u> |
| 4. | Tax Amount | _____ |
| 5. | Penalty | <u>0</u> |
| 6. | Interest | <u>0</u> |
| 7. | Total Amount Due | _____ |

I (we) do hereby certify that the information given and the amount(s) herein reported as gross receipts from this business/profession are true and correct.

Applicant/Preparer's Signature _____ Date _____

Title of Applicant/Preparer _____ Email _____

Telephone # _____ Fax # _____

DPOR # _____ Issue date _____ Expiration date _____



INSTRUCTIONS FOR CONSTRUCTION CONTRACTORS

(Please file for future renewal information)

This category is for contractors in the CONSTRUCTION TRADE ONLY.

Principal Office in Leesburg. Taxes are calculated on gross receipts for work done in Leesburg and other jurisdictions where a license fee is not charged. If gross receipts are less than \$50,000.00 the minimum fee of \$20.00 should be paid. Over \$50,000 the tax rate is .10% of gross receipts, or gross receipts times .001.

Principal Office outside Leesburg, but in Virginia. Taxes are calculated on gross receipts for work done in Leesburg, if the gross receipts are greater than \$25,000. There is no fee due for gross receipts less than \$25,000. For gross receipts between \$25,000 and \$50,000 there is a \$20 minimum fee. Over \$50,000 the tax rate is .10% of gross receipts, or gross receipts times .001.

Out-of-State Contractors.

Taxes are calculated on gross receipts for work done in Leesburg only. This amount is further reduced to include only gross receipts for work done in Leesburg that requires a presence here for at least thirty (30) days. No fee is due unless the gross receipts are greater than \$25,000 and the job lasts more than 30 days. For gross receipts between \$25,000 and \$50,000 there is a \$20 minimum fee. If the gross receipts are over \$50,000 then the rate is .10% of gross receipts, or gross receipts times .001.

Note: 0.10% of gross receipts equals \$1.00 per \$1,000.

Example: \$135,000 gross receipts equals \$135 tax due.

**➔ Please provide VA State Contractor License #
with initial application. ←**